



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: Associate Governmental Program Analyst
SALARY: \$4111 - \$4997
TENURE/TIME BASE: Full Time

FINAL FILING DATE: Until Filled

Does your job have a statewide impact? Have you ever had input as to what state employees will be receiving in regards to employee compensation? This may be the job for you!!

Note: This position is excluded from bargaining.

DUTIES:

As one of a small team of analysts, the AGPA reviews, costs, and makes recommendations regarding collective bargaining financial issues, including proposed changes in salaries and pay ranges, pay differentials, travel and other business related reimbursements. Provides costings and recommendations for issues not funded through collective bargaining negotiations. Coordinates adjustments between DPA and DOF to the employee compensation item (Item 9800) in the Budget Act. Reconciles statewide salary and benefit expenses with Item 9800 to ensure that costs associated with employee compensation that are negotiated during collective bargaining are accurately estimated, properly allocated, and not over-expended. Provides support to a multiple-agency automation project by identifying critical areas of need for employee compensation costing data. Analyzes legislation and prepares policy and issue papers concerning statewide employee compensation, benefits and retirement issues. Gathers data and studies various problems arising in connection with costing control for the collective bargaining process. Prepares reports and correspondence. Performs research for special projects as assigned, and other related duties.

DESIRABLE QUALIFICATIONS:

- Knowledge of the State's budget process.
- Knowledge of Excel spreadsheet and Access database.
- Ability to perform with short deadlines and high pressure.

WHO MAY APPLY:

Applicants currently at the Associate level and those with transfer or list eligibility may apply. Staff Service Analysts with experience and desirable qualifications as described above will be considered. Applications will be screened and only the most qualified candidates will be scheduled for an interview.

SUBMIT APPLICATIONS/RESUMES TO:

Alene Shimazu, Chief
Office of Financial Management
Department of Personnel Administration
1515 'S' Street, North Building, Suite 400
Sacramento, CA 95814
(916) 324-9397

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.